

Statement of Claim Form Sample for Unpaid Invoices

The **statement of claim form** sample for unpaid invoices provides a clear template to formally request payment through legal channels. This document outlines the details of the outstanding debt, ensuring clarity and compliance with court requirements. Using this sample helps streamline the process of pursuing overdue payments efficiently.

Court Details

Court Name	[Insert Court Name]
Court Address	[Insert Court Address]
Case/File Number	[Leave blank for court use]

Claimant Details

Full Name / Company Name	[Your Full Name or Business Name]
Address	[Your Address]
Phone/Email	[Your Contact Information]

Defendant Details

Full Name / Company Name	[Debtor's Full Name or Business Name]
Address	[Debtor's Address]
Phone/Email	[Debtor's Contact Information]

Details of the Claim

Description of Invoice(s)	[List Invoice Numbers and Dates]
Amount Owed	[Total Outstanding Amount]
Due Date(s)	[Due Date(s) of Invoice(s)]
Details of Goods/Services Provided	[Brief Description of Goods/Services]
Attempts to Collect	[Description of Payment Requests Made]
Interest/Fees (if any)	[State Basis and Amount of Any Interest or Fees]

Relief Sought

WWe request the court to order the Defendant(s) to pay the total amount of **[Total Amount]**, plus any interest and legal costs as allowed by the court.

Signature & Verification

Signature of Claimant	[Signature]
Date	[Date]

Note: Attach copies of the relevant invoices, correspondence, and any supporting documentation.